# Michigan Department of Treasury 496 (02/06) Auditing Procedures Report

			2 of 1968, as		<b>PORT</b> nd P.A. 71 of 1919	), as amended						
Loc	al Unit	of Go	vernment Typ	е			Local Unit Name			County		
_	Coun		City	⊠Twp	□Village	Other	Metamora T	· · · · · · · · · · · · · · · · · · ·		Lapeer County		
	al Yea arch		2007		Opinion Date May 23, 2	007		Date Audit Report Subn	nitted to State			
We	affirm	that	:									
We	are ce	ertifie	ed public ad	ccountants	s licensed to p	ractice in M	lichigan.					
					erial, "no" res ments and red			ed in the financial stat	tements, includ	ding the notes, or in the		
	S Check each applicable box below. (See instructions for further detail.)											
1.	×						s of the local ur ents as necess		financial stater	ments and/or disclosed in the		
2.	X							nit's unreserved fund budget for expenditures		stricted net assets		
3.	×		The local	unit is in	compliance w	ith the Unifo	orm Chart of Ac	counts issued by the	Department of	f Treasury.		
4.	×		The local	unit has a	adopted a bud	get for all re	equired funds.					
5.	×		A public h	nearing on	the budget w	as held in a	accordance with	h State statute.				
6.	×		The local	unit has r	not violated the	e Municipal		n order issued under	the Emergenc	y Municipal Loan Act, or		
7.	×		The local	unit has r	not been delin	quent in dis	tributing tax re	venues that were colle	ected for anoth	ner taxing unit.		
8.	×		The local	unit only	holds deposits	s/investmen	its that comply	with statutory require	ments.			
9.	×							hat came to our attend d (see Appendix H of		I in the Bulletin for		
10.	X		that have	not been	previously co	mmunicate	d to the Local A	nent, which came to c Audit and Finance Div Inder separate cover.	ision (LAFD). I	uring the course of our audit f there is such activity that h		
11.	×		The local	unit is fre	e of repeated	comments	from previous	years.				
12.	×		The audit	t opinion is	UNQUALIFI	ED.						
13.	X		The local accepted	unit has o	complied with	GASB 34 o GAAP).	r GASB 34 as	modified by MCGAA	Statement #7 a	and other generally		
14.	×		The boar	d or cound	cil approves a	II invoices p	rior to paymen	t as required by chart	er or statute.			
15.	×							were performed time				
des	uded scripti	in ton(s	his or any ) of the aut	other aud hority and	dit report, nor I/or commissic	do they on.	s included) is obtain a stand-a	alone audit, please e	oundaries of the na	ne audited entity and is not me(s), address(es), and a		
			closed the			Enclosed		Not Required (enter a brief justification)				
Fin	ancia	al Sta	itements			$\boxtimes$						
The	e lette	er of	Comments	and Reco	ommendations	s X						
Oth	ner (D	escrib	e)									
			Accountant (F	,				Telephone Number				
			ng, C.P.A.					989-635-3113				
	et Add		Street					<sup>City</sup> Marlette	State MI	Zip 48453		
	-		Signature	<i>-</i> ,		Pr	inted Name		License Nu			
6	k	h	- 95			L	ehn King		A2487			

Lapeer County, Michigan

Audited Financial Report March 31, 2007

#### LEHN L. KING

CERTIFIED PUBLIC ACCOUNTANT

3531 MAIN STREET MARLETTE, MICHIGAN 48453

Phone 989-635-3113 Fax 989-635-5580

May 23, 2007

Members of the Township Board **Metamora Township** Lapeer County, Michigan

#### **Board Members:**

In accordance with your request, I have made an examination of the financial statements of Metamora Township for the fiscal year ended March 31, 2007. During the course of my examination, certain items came to my attention on which I would like to comment and offer my recommendations.

- 1.) There is an amount of \$7,534.50 that the Building Fund owes the General Fund. It is our opinion that the Building Fund transfer to the General Fund this amount due.
- 2.) It is our recommendation that the billing and collection process of the fire emergency runs be reworked to strengthen the internal control. This can be done by utilizing division of duties in the process of billing and collecting of the fire emergency runs.

From an overall standpoint, the Township records are in good order. The Clerk & Treasurer are doing an outstanding job in keeping the financial books and records of the Township.

I would like to thank the Township officials for the cooperation I received in the completion of this audit. Should you have any questions in connection with the above, contact me at your convenience.

Sincerely,

Lehn L. King

Lehn King

**Certified Public Accountant** 

**Township of Metamora**Annual Financial Report
For The Fiscal Year Ended March 31, 2007

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Phone 989-635-3113 Fax 989-635-5580

Members of the Township Board **Metamora Township** Lapeer County, Michigan

#### **Independent Auditor's Report**

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Metamora, Michigan as of and for the year ended March 31, 2007, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township of Metamora, Michigan's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted the audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that the audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Metamora, Michigan as of March 31, 2007 and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, and the budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, I did not audit the information and express no opinion on it.

The Audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Metamora, Michigan's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

As described in Note 1, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and related statements, as of April 1, 2004.

Lehn L. King

Lehn King

**Certified Public Accountant** 

May 24, 2007

Metamora, Michigan

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#### MANAGEMENT'S DISCUSSION AND ANALYSIS LETTER

Our discussion and analysis of the Township of Metamora's financial performance provides an overview of the Township's financial activities for the fiscal year ended March 31, 2007. Please read it in conjunction with the Township's financial statements.

#### **Financial Highlights**

The Township is in a good financial position. As seen below, the General, Police, and Fire are all carrying a healthy fund balance.

However, care must be taken in future budgets because of potential cutbacks in State Shared Revenue and the escalating cost for providing local government services.

#### **Using this Report**

This annual report is presented in a format consistent with the presentation requirements of the Governmental Accounting Standards Board (GASB) Statement No.34. GASB Statement 34 implements a new model of financial reporting for state and local governments designed to enhance the usefulness of the Township's annual report.

#### The Township as a Whole

The Township of Metamora's fund balances are as follows:

	 March 31, 2007	N	March 31, 2006	 March 31, 2005
General Operating	\$ 784,405	\$	557,199	\$ 500,135
Police Protection	836,208		747,387	706,759
Fire Protection	360,462		385,365	385,554
Building Fund	 32,422		23,273	 13,465
Total for Township	\$ 2,013,497	\$	1,713,224	\$ 1,605,913

Metamora, Michigan

#### **Governmental Activities**

The Township of Metamora's Revenues and Expenditures can be summarized as follows:

	 March 31,			March 31,			
	2007		2006		2007		2006
Fund Balance - Beginning of Year	\$ 1,689,951	\$	1,592,448	\$	23,274	\$	13,466
Revenue Collected							
Property Taxes	1,136,879		1,070,872		-		-
Intergovernmental Revenue	250,886		250,356		-		-
Charges for Services	118,159		85,258		57,352		87,583
Loan / Grant Proceeds	8,230		85,213		-		-
Other	135,055		116,050		2,923		1,620
Transfers	-		-		-		-
Total Revenue Collected	1,649,209		1,607,749		60,275		89,203
Expenditures							
General Government	476,059		452,669		-		-
Public Safety - Police	496,032		480,259		-		-
Public Safety - Fire	199,232		149,631		-		-
Public Safety - Building	35,542		58,074		51,127		79,394
Public Works	37,415		61,488		-		-
Capital Outlay	19,255		104,005		-		-
Debt Service	219,152		204,120		-		-
Transfers	-		-		-		-
Total Expenditures	1,482,687		1,510,246		51,127		79,394
Fund Balance - End of Year	\$ 1,856,473	\$	1,689,951	\$	32,422	\$	23,275

Metamora, Michigan

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#### **Economic Factors and Next Year's Budget and Rates**

The Township of Metamora's 2007/2008 adopted budget is as follows:

	Gener	al Fund	Building Fund				
	Mar	ch 31,	Marcl	n 31,			
	2008	2007	2008	2007			
Revenue							
Property Taxes	1,073,396	1,070,421	-	-			
Intergovernmental Revenue	261,163	250,000	-	-			
Charges for Services	88,900	108,100	61,400	85,300			
Other	138,450	60,512	-	2,000			
Total Revenue Collected	1,561,909	1,489,033	61,400	87,300			
Expenditures							
General Government	538,275	524,973	-	-			
Public Safety - Police	557,166	521,570	-	-			
Public Safety - Fire	224,393	177,888	-	-			
Public Safety - Other	54,975	59,175	61,400	87,300			
Public Works	51,300	50,400	-	-			
Capital Outlay	-	-	-	-			
Debt Service	135,800	155,027	-	-			
Transfers	-	-	-	-			
Total Expenditures	1,561,909	1,489,033	61,400	87,300			
Net Over/Under Budget	\$ -	\$ -	\$ -	\$ -			

#### **Contacting the Township**

This report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Township office at 730 West Dryden Road, Metamora, Michigan or by telephone at (810) 678-2237.

David Best Township of Metamora Supervisor

Statement of Net Assets (Deficit) March 31, 2007

	Primary
	Government
	Governmental
	Activities
<u>Assets</u>	
Cash & Cash Equivalents	\$ 764,094.10
Property Taxes Receivable	100,217.49
Tower Rent Receivable	11,040.00
Prepaid Expenses	6,527.69
Due From Other Funds	1,046,482.96
Capital Assets (Net of Accumulated Depreciation)	1,383,332.71
Total Assets	3,311,694.95
<u>Liabilities</u>	
Accounts Payable	\$ 10,000.29
Deferred Revenue	29,467.00
Accrued Interest Payable	9,762.00
Current Portion of Long-Term Debt	114,137.00
Long-Term Debt	354,703.00
Total Liabilities	518,069.29
Net Assets (Deficit)	
Invested in Capital Assets - Net of	
Related Debt	904,730.71
Restricted for Future Police Health Care	124,600.49
Restricted for Police Protection	711,608.19
Restricted for Fire Protection	360,461.99
Unrestricted	692,224.28
Total Net Assets (Deficit)	\$ 2,793,625.66

# **Township of Metamora**Statement of Activities

For the Year Ended March 31, 2007

			Program Revenues		Net (Expense) Revenue & Changes in Net Assets
			Operating Capital		Primary Government
		Charges for	Grants &	Grants &	Governmental
	Expenses	Services	Contributions	Contributions	Activities
Functions/Programs					
Primary Government:					
Governmental Activities:					
General Government	\$ 478,726.99	\$ 108,681.11	\$ -	\$ -	\$ (370,045.88)
Public Safety	856,859.11	91,361.28	-	8,230.47	(757,267.36)
Public Works	37,415.36	-	-	-	(37,415.36)
Interest on Long-Term Debt	25,987.68		<u> </u>		(25,987.68)
Total Governmental Activities	\$ 1,398,989.14	\$ 200,042.39	\$ -	\$ 8,230.47	(1,190,716.28)
	General Revenues: Property Taxes State Shared Revenues Interest Other Revenues Transfers	ues Fotal General Revenues, Sp	ecial Items & Transfers	s	\$ 1,136,878.83 250,886.00 75,230.13 38,217.04
	Change in Net Assets				310,495.72
	Net Assets (Deficit) - B	Beginning of Year			2,483,129.94
	Net Assets (Deficit) - F	End of Year			\$ 2,793,625.66

# Township of Metamora Governmental Funds

Governmental Funds Balance Sheet March 31, 2007

Accepte	 General Fund	 Building Fund	_	Totals Governmental Funds
Assets				
Cash & Certificates of Deposit	\$ 724,137.90	\$ 39,956.20	\$	764,094.10
Property Taxes Receivable	100,217.49	-		100,217.49
Tower Rent Receivable	11,040.00	-		11,040.00
Prepaid Expenses	6,527.69	-		6,527.69
Due From Other Funds	 1,054,017.46	 -	_	1,054,017.46
<u>Total Assets</u>	\$ 1,895,940.54	\$ 39,956.20	\$	1,935,896.74
Liabilities & Fund Equity				
Liabilities				
Accounts Payable	\$ 10,000.29	\$ -	\$	10,000.29
Accrued Wages	-	-		-
Deferred Revenue	29,467.00	-		29,467.00
Due To Other Funds	-	7,534.50		7,534.50
Due To Others	 -	<u>-</u>	_	-
Total Liabilities	39,467.29	 7,534.50	_	47,001.79
<b>Fund Equity</b>				
Fund Balances				
- Designated for Future Police Health Care	124,600.49	-		124,600.49
- Designated for Police Protection	711,608.19	-		711,608.19
- Designated for Fire Protection	360,461.99	-		360,461.99
- Unreserved & Undesignated	659,802.58	 32,421.70		692,224.28
Total Fund Balances	1,856,473.25	 32,421.70		1,888,894.95
Total Liabilities & Fund Equity	\$ 1,895,940.54	\$ 39,956.20	\$	1,935,896.74

Governmental Funds
Reconciliation of Fund Balances to the
Statement of Net Assets (Deficit)
For The Year Ended March 31, 2007

<b>Total Fund Balances for Governmental Funds</b>	\$ 1,888,894.95
Amounts reported for Governmental Activities in the Statement of Net Assets (Deficit) are different because:	
Capital Assets used in Governmental Activities are not Financial Resources and are not reported in the Funds	1,383,332.71
Long-Term Bonds Payable are not due and payable in the current period and are not reported in the Funds	(468,840.00)
Accrued Interest Payable is not reported in the Funds	(9,762.00)
Net Assets of Governmental Activities	\$ 2,793,625.66

# Township of Metamora Governmental Funds

Governmental Funds Statement of Revenues, Expenditures, And Changes in Fund Balances For The Year Ended March 31, 2007

	General		Building	(	Totals Governmental	
Revenues	Fund	Fund			Funds	
Property Taxes	\$ 1,136,878.83	\$	-	\$	1,136,878.83	
State Shared Revenue	250,886.00		-		250,886.00	
Charges for Services:						
General Government	58,429.17		-		58,429.17	
Public Safety	34,009.56		-		34,009.56	
Permits & Fees	25,720.75		57,351.72		83,072.47	
Grant Proceeds	8,230.47		-		8,230.47	
Interest Earnings	73,206.87		2,023.26		75,230.13	
Reimbursements	24,531.19		-		24,531.19	
Other Revenues	37,317.04		900.00		38,217.04	
<u>Total Revenues</u>	1,649,209.88		60,274.98		1,709,484.86	
<b>Expenditures</b>						
General Government	476,059.24		-		476,059.24	
Public Safety	730,805.77		51,126.80		781,932.57	
Publics Works	37,415.36		-		37,415.36	
Capital Outlay	19,255.00		-		19,255.00	
Debt Service - Principal	193,164.00		-		193,164.00	
Debt Service - Interest	 25,987.68				25,987.68	
<u>Total Expenditures</u>	1,482,687.05		51,126.80		1,533,813.85	
Excess of Revenues Over (Under) Expenditures	166,522.83		9,148.18		175,671.01	
Other Financing Sources (Uses) Operating Transfers In (Out)	_		_		_	
- F	 					
Net Change in Fund Balances	166,522.83		9,148.18		175,671.01	
Fund Balances - Beginning of Year	 1,689,950.42		23,273.52		1,713,223.94	
Fund Balances - End of Year	\$ 1,856,473.25	\$	32,421.70	\$	1,888,894.95	

Governmental Funds
Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
For The Year Ended March 31, 2007

Net Change in Fund Balances - Total Governmental Funds	\$ 175,671.01
Amounts reported for Governmental Activities in the Statement of Activities are different because:	
Governmental Funds report Capital Outlays as Expenditures; in the Statement of Activities, these costs are capitalized and allocated over their estimated useful lives as Depreciation	19,255.00
Repayment of Bond Principal is an Expenditure in the Governmental Funds, but not in the Statement of Activities (where it reduces Long-Term Debt)	193,164.00
Interest Expense is reported in the Statement of Activities when a Liability is incurred; they are reported in the Governmental Funds only when payment is due	-
Depreciation is an Expenditure for the Statement of Activities, but is not reported in the Governmental Funds	(77,594.29)
Net Assets of Governmental Activities	\$ 310,495.72

Statement of Net Assets (Deficit)
Fiduciary Funds
March 31, 2007

	Fi				
		Current Tax	Totals		
		Collection		March 31,	
<u>Assets</u>		2007			
Cash - Savings & Certificates	\$	1,046,482.96	\$	1,046,482.96	
Due From Other Funds		<u>-</u>			
Total Assets	\$	1,046,482.96	\$	1,046,482.96	
Liabilities & Fund Balance					
<u>Liabilities</u>	Φ.	1.046.402.06	ф	1.046.402.06	
Due To Others	\$	1,046,482.96	\$	1,046,482.96	
Total Liabilities		1,046,482.96		1,046,482.96	
Fund Balances					
Unreserved & Undesignated		<del>-</del>			
Total Fund Balances		<u>-</u>		-	
Total Liabilities & Fund Balances	\$	1,046,482.96	\$	1,046,482.96	

Notes to the Financial Statements For The Year Ended March 31, 2007

The accounting methods and procedures adopted by the Township of Metamora, Lapeer County, Michigan, conform to generally accepted accounting principles as applied to governmental entities. The following notes to the financial statements are an integral part of the Township's Comprehensive Annual Financial Report.

#### 1. Summary of Significant Accounting Policies

#### **Financial Reporting Entity**

The Township of Metamora was incorporated under the laws of the State of Michigan and operates as a General Law Township, with a Township Board form of government. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Township of Metamora (the primary government) and its component units. The component units discussed below are included in the Township reporting entity because of the significance of their operational or financial relationships with the Township.

#### Government-wide and Fund Statements Fund

The Government-wide Financial Statements (i.e., the Statement of Net Assets (Deficit) and the Statement of Activities) report information on all the nonfiduciary activities of the Township (the primary government). The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function (governmental activities) or identifiable activity (business-type activities) are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or activity; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other revenue items properly excluded from program revenues are reported as general revenue.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the Government-wide Financial Statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Township reports the following major governmental funds:

**General Fund** - The General Fund is the Township's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Building Inspection Fund** – The fund is setup for the monitoring of Township construction. It is primarily funded through the collection of permits for the various types of construction.

Additionally, the Township reports the following fund types:

**Trust & Agency Fund** - The Trust & Agency Fund accounts for assets held by the Township in a trustee capacity or as an agent for individuals, organizations, or other governments.

Notes to the Financial Statements For The Year Ended March 31, 2007

#### Measurement Focus and Basis of Accounting

The Government-wide Financial Statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental Fund Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become susceptible to accrual - that is, when they become both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period, generally collected within 60 days of the end of the current fiscal period. Revenues susceptible to accrual include property taxes, intergovernmental revenues, special assessments, licenses, charges for services, and interest. All other revenue items are considered to be available only when cash is received by the Township. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, and claims and judgments are recorded only when payment is due.

**Cash -** The Township does not pool cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the cash accounts is available to meet current operating requirements. Cash in excess of current requirements is invested in various interest-bearing securities and disclosed as part of the Township's investments.

**Investments** - Debt securities are valued at cost since it is generally the policy of the Township to hold such investments until they mature.

**Due to and Due From Other Funds** - Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances."

**Property Tax Revenues -** Property taxes are levied on December 1 based on the assessed value of property as listed on the previous December 31. Assessed values are an approximation of market value. A revaluation of all real property must be made every year.

Vacation, Sick Leave, & Other Compensated Absences - Vacation days are earned by police department employees at a rate from zero to twenty days per year based on length of service with unused days after a two-year period being forfeited. Sick days are earned by police department employees at a rate of thirteen days per year after the first year of service. The sick days have unlimited accumulation over the term of employment, however, when the employee leaves the department, for any reason, the days are forfeited.

The estimated maximum contingent liability for these benefits (calculated at current pay rates) as of March 31, 2007 is \$87,968.90.

Capital Assets - Capital assets, which include buildings and equipment, are reported in the applicable governmental column in the Government-wide Financial Statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Capital assets are depreciated using the straight-line method over the following useful lives:

Infrastructure40 yearsBuildings & Building Improvements20 to 40 yearsMachinery & Equipment3 to 10 years

Notes to the Financial Statements For The Year Ended March 31, 2007

**Long-Term Obligations -** In the Government-wide Financial Statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net assets. Bond premiums and discounts, issuance costs, and the deferred amount on refunding are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount and deferred amount on refunding. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs are reported as debt service expenditures.

**Fund Equity** - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**Use of Estimates -** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

#### **Accounting Changes**

**GASB Statement No. 34** – Effective April 1, 2004, the Township implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* (GASB No. 34). Changes to the Township's financial statements as a result of GASB No. 34 are as follows:

- A management's discussion and analysis (MD&A) section providing analysis of the Township's overall financial position and results of operations has been included.
- Government-wide Financial Statements (statement of net assets (deficit) and statement of activities) prepared using full accrual accounting for all of the Township's activities have been provided.
- Capital assets in the governmental activities column of the statement of net assets (deficit) includes assets not
  previously accounted for by the Township as well as assets previously reported in the General Fixed Assets
  Account Group. In addition, the governmental activities column includes bonds and other long-term
  obligations previously reported in the General Long-term Debt Account Group.
- The fund financial statements focus on major funds rather than fund types.

Notes to the Financial Statements For The Year Ended March 31, 2007

#### 2. Stewardship, Compliance, and Accountability

#### **Budgetary Information**

The Township is legally subject to the budgetary control requirements of State of Michigan P.A. 621 of 1978 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provisions of this Act:

- 1. Budgets must be adopted for the General Fund and Special Revenue Funds.
- 2. The budgets must be balanced. The balanced budget may include a contribution to or appropriation from fund balance.
- 3. The budgets must be amended when necessary.
- 4. Debt cannot be entered into unless permitted by law.
- 5. Expenditures cannot exceed budget appropriations.
- 6. Expenditures cannot be made unless authorized in the budget.
- 7. Public hearings must be held before budget adoptions.

In the body of the financial statements, the Township actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The budget is used by the Township Board as a management tool during the year for all budgetary funds. The budgets are adopted on a cash basis, which is not consistent with generally accepted accounting principles. Budgetary control is exercised at the departmental level. Budgets for the General Fund and the Special Revenue Funds are presented in the required supplemental information.

During the year ended March 31, 2007, the Township incurred expenditures in certain budgetary funds which were in excess of the amounts appropriated, as follows:

	Total <u>Appropriations</u>		Amount of Expenditures		Budget <u>Variance</u>	
General Fund						
Board of Review	\$ 1,525	\$	1,542	\$	17	

Notes to the Financial Statements For The Year Ended March 31, 2007

#### 3. Cash and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Local Unit to deposit and invest in the accounts of Federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Township Board has designated five banks for the deposit of Township funds. There was no investment policy adopted by the board in accordance with Public Act 196 of 1997. The Board has authorized investment in bank accounts and CDs, but not the remainder of State statutory authority as listed above. The Township's deposits are in accordance with statutory authority and the Township does not have an investment policy. All cash deposits and investments of the Township are held by the Township in the Township's name.

At year end, the deposits and investments were reported in the basic financial statements in the following categories:

		F	iduciary -		Total		
	 vernmental Activities	Trust & Agency Funds		G	Primary Government		
Cash & Cash Equivalents	\$ 764,094	\$	1,046,183	\$	1,810,277		

The breakdown between deposits and investments is as follows:

	Primary overnment
Bank Deposits (Checking & Savings Accounts, CDs)	\$ 1,810,277

The bank balance of the primary government's deposits is \$1,810,277, of which \$243,043 is covered by federal depository insurance and \$-0- is collateralized with U.S. Treasury securities held by the pledging financial institution's trust department in the Township's name.

The GASB Statement 3 risk disclosures for the Local Unit's investments are as follows:

		Category		Carrying
	(1)	(2)	(3)	<b>Value</b>
Investments	\$ NONE	\$ NONE	\$ NONE	\$ NONE

The cash and investments that are represented by specific identifiable investment securities are classified as to credit risk by the three categories described below:

Category 1	Insured or registered, or securities held by the Township or its agent in the Township's name.
Category 2	Uninsured and unregistered, with securities held by the counterparty's trust department or agent
	in the Township's name.
Category 3	Uninsured and unregistered, with securities held by the counterparty, or by its trust department
	or agent but not in the Township's name.

Notes to the Financial Statements For The Year Ended March 31, 2007

#### 4. Property Taxes

The Township is responsible for assessing, collecting, and distributing property taxes in accordance with enabling state legislation. Property taxes become a lien on the first day of December of the levy year and may be paid by the following February 14.

The Township levied the following taxes:

Township Operating 1.3732 mills
Police Protection 2.1831 mills
Fire Protection .9392 mills

#### 5. Capital Assets

Capital assets activity of the Township's governmental activities was as follows:

	Balance oril 1, 2006	A	Additions	posals & justments	Ma	Balance arch 31, 2007
Governmental Activities:						
Capital Assets Not Beind Depreciated Land	\$ 576,050	\$	-	\$ -	\$	576,050
Capital Assets Being Depreciated:						
Buildings & Improvements	\$ 331,349	\$	_	\$ -	\$	331,349
Machinery & Equipment - Fire	936,841		12,255	-	•	949,096
Machinery & Equipment - Police	108,253		7,000	-		115,253
Office Equipment	6,403		-	5,004		1,399
Subtotal	1,382,846		19,255	5,004		1,397,097
Accumulated Depreciation:						
Buildings & Improvements	110,730		10,127	-		120,857
Machinery & Equipment - Fire	349,936		47,122	-		397,058
Machinery & Equipment - Police	50,438		20,062	-		70,500
Office Equipment	 6,120		283	 5,004		1,399
Subtotal	 517,224		77,594	5,004		589,814
Net Capital Assets Being Depreciated	\$ 865,622	\$	(58,339)	\$ -	\$	807,283
Net Capital Assets	\$ 1,441,672	\$	(58,339)	\$ 	\$	1,383,333

Depreciation expense was charged to programs of the primary government as follows:

Governmental Activities:	
General Government	\$ 2,668
Public Safety	 74,926
Total Governmental Activities	\$ 77,594

Notes to the Financial Statements For The Year Ended March 31, 2007

#### 6. Long -Term Debt

	Interest Rate Ranges	Principal Maturity Ranges	Beginning Balance	Additions teductions)	 Ending Balance	_	ue Within One Year
Governmental Activities General Obligation Bonds & Contracts							
Land Contract Payable - 20 Acres - Individual							
Amount of Issue - \$539,500		\$57,100 -					
Maturing through June 16, 2010	3.95%	\$18,728	\$ 280,540	\$ (61,700)	\$ 218,840	\$	64,137
Lapeer County Road Commission - Bond Payable							
Amount of Issue - \$500,000	7.00% -						
Maturing through August 1, 2011	4.15%	\$50,000	\$ 300,000	\$ (50,000)	\$ 250,000	\$	50,000
D205 Midship Tanker Typhoon Chassis Fire Truck							
Lapeer County Bank & Trust - Installment Loan							
Amount of Issue - \$200,000		\$26,026 -					
Maturing through June 2, 2010	3.10%	\$1,228	\$ 81,464	\$ (81,464)	\$ -	\$	-
Total Governmental Activities			\$ 662,004	\$ (193,164)	\$ 468,840	\$	114,137

Annual debt service requirements to maturity for the above governmental bond and contract obligations are as follows:

Years Ending	Governmental Activities			
March 31,	Principal	Interest	Total	
2007	114,137	18,519	132,656	
2008	116,670	13,824	130,494	
2009	119,303	9,077	128,380	
2010	68,730	4,152	72,882	
2011	50,000	1,150	51,150	
Total	\$ 468,840	\$ 46,722	\$ 515,562	

#### 7. Interfund Receivables, Payables, & Transfers

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "Due from other funds" or "Due to other funds" on the balance sheet. The amounts of interfund receivables and payables are as follows:

	<b>Due From</b>		<b>Due To</b>
	<b>Other Funds</b>		Other Funds
General Fund	\$ 1,046,483	Trust & Agency Fund	\$ 1,046,483
General Fund	7,535	<b>Building Department Fund</b>	7,535
Total	\$ 1,054,018		\$ 1,054,018

There were no Interfund Transfers reported in the Fund Statements.

Notes to the Financial Statements For The Year Ended March 31, 2007

#### 8. Deferred Compensation Plan

The Township offers its employees a deferred compensation plan created in accordance with IRC Section 457. The assets of the plan were held in trust, as described in IRC Section 457(g) for the exclusive benefit of the participants and their beneficiaries. The custodian thereof of the exclusive benefit of the participants holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The Administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account and all other matters. In accordance with the provisions of GASB Statement 32, plan balances and activities are not reflected in the Township's financial statements.

#### 9. Rentals Under Operating Lease

The Township is a lessor of a parcel of land on which cellular telephone radio communications system was constructed, under a non-cancelable operating lease, which expires in 2009. The lease provides for annual rent in the amount of \$14,400. The lease has five renewal options, of which each cover a five-year period with escalating rentals.

The Township entered into separate non-cancelable operating leases with second, third, and fourth parties on the same parcel of land described above. The leases provide for an annual rent as stated below. The lease agreements have five renewal options, of which each covers a five-year period with escalating rentals.

The expiration dates and annual rent are as follows:

Second Lease -	February 2010	\$11,040
Third Lease -	March 2010	\$14,400
Fourth Lease -	April 2011	\$ 9.600

Future minimum rents receivable under these non-cancelable leases are as follows:

Fiscal Year Ending March 31,

2008	\$50,880
2009	50,880
2010	53,760
2011	58,296

#### 10. Deficit Fund Balance or Retained Earnings Balances of Individual Funds

None

#### 11. Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries, as well as medical and workman's compensation benefits provided to employees. The Township has purchased commercial insurance for the various risks of loss stated above.

Settled claims for the commercial insurance have not exceeded the amount of coverage in any of the past three years. There was no reduction in coverage's obtained through commercial insurance during the past year.

Notes to the Financial Statements For The Year Ended March 31, 2007

#### 12. Contingent Liability

The Township is involved in various legal actions arising in the normal course of business. In the opinion of the Township Board, such matters will not have a material effect upon the financial position of the Township.

#### 13. Other Post-Employment Benefits

The Township has elected to provide post-employment health benefits to certain retirees. The Township pays the full cost of coverage for these benefits. Currently, the only retiree eligible for and receiving post-employment health benefits passed away in the current fiscal year. For the fiscal year ended March 31, 2007, the Township made payments for post-employment health benefit premiums of \$8,667. The Township obtains health care coverage through private insurers. The Township has contracted to cover approximately five to six employees that were hired prior to 1997. The Township is currently in the process of having an actuarial completed for the funding purposes of future health care coverage. In addition to this, the Township has designated \$124,600 of fund balance as of March 31, 2007 to begin the funding.

#### 14. Employee Retirement And Benefit Systems

**Plan Description** – The Township participates in the Michigan Municipal Employees' Retirement System (MERS), an agent multiple-employer defined benefit pension plan that covers eligible employees of the Township. The system provides retirement, disability, and death benefits to plan members and their beneficiaries. MERS issues a publicly available financial report that includes financial statements and required supplementary information for the system.

**Funding Policy** – The obligation to contribute to and maintain the system for these employees was established by negotiation with the Township's competitive bargaining units and requires a contribution from the employees of 11.94 percent and 11.94 percent of gross wages for certain Police and Fire employees, respectively.

Annual Pension Cost - For the year ended March 31, 2007, the Township's annual pension cost of \$36,674.72 for the plan was equal to the required and actual contribution. The annual required contribution was determined as part of an actuarial valuation at December 31, 2004, using the entry age normal cost method. Significant actuarial assumptions used include: (i) an 8 percent investment rate of return; (ii) projected salary increase of 4.5 percent per year; and (iii) 4.5 percent per year cost of living adjustments. Both determined using techniques that smooth the effects of short-term volatility over a four-year period. The unfunded actuarial liability is being amortized as a level of percent of payroll on a closed basis. The remaining amortization period is 30 years.

Three year trend information as of March 31, 2007 (date of actuaries) follows:

	March 31						
		2005	2004		2003		
Annual Pension Cost	\$	35,100	\$	32,808	\$	26,438	
Percentage of APC Contributed		100.0%		100.0%		100.0%	
Net Pension Obligation		-		-		-	
Actuarial Value of Assets		255,076		205,087		159,373	
Actuarial Accrued Liability		325,781		264,446		210,976	
Unfunded Actuarial Accrued Liability		70,705		59,359		51,603	
Funded Ratio		78.3%		77.6%		75.5%	
Covered Payroll		294,028		274,742		268,679	
UAAL as a Percentage of Covered Payroll		24.0%		21.6%		19.2%	

**Required Supplemental Information** 

**Township of Metamora**Required Supplemental Information
Budgetary Comparison Schedule
General Fund For Year Ended March 31, 2007

	Original Budget	Amended Actual	Actual	Variance with Amended Budget
Revenues				
General Government				
Property Taxes & Admin Fees	\$ 379,300.00	\$ 379,300.00	\$ 384,564.77	\$ 5,264.77
State Shared Revenue	250,000.00	250,000.00	250,886.00	886.00
Licenses, Fees & Permits	39,600.00	39,600.00	25,720.75	(13,879.25)
Leases & Franchise Fees	59,000.00	59,000.00	58,429.17	(570.83)
Interest Earned	15,000.00	35,000.00	44,779.94	9,779.94
Reimbursements	4,000.00	4,000.00	24,531.19	20,531.19
Miscellaneous	6,450.00	21,772.50	10,243.28	(11,529.22)
<b>Total General Government</b>	753,350.00	788,672.50	799,155.10	10,482.60
Police Protection				
Property Taxes	493,906.81	493,906.81	526,020.67	32,113.86
Fines & Forfeitures	22,862.75	22,862.75	26,580.16	3,717.41
Grant Proceeds	1,200.00	1,200.00	8,230.47	7,030.47
Interest Earned	1,000.00	9,000.00	16,203.97	7,203.97
Miscellaneous	2,600.00	2,600.00	14,818.76	12,218.76
<b>Total Police Protection</b>	521,569.56	529,569.56	591,854.03	62,284.47
Fire Prevention				
Property Taxes	210,114.81	209,912.98	226,293.39	16,380.41
Charges for Services	4,000.00	7,029.40	7,429.40	400.00
Grant Proceeds	-	104,472.00	-	(104,472.00)
Interest Earned	-	7,340.16	12,222.96	4,882.80
Miscellaneous		74,813.20	12,255.00	(62,558.20)
<b>Total Fire Prevention</b>	214,114.81	403,567.74	258,200.75	(145,366.99)
Total Revenues	\$ 1,489,034.37	\$ 1,721,809.80	\$ 1,649,209.88	\$ (72,599.92)

### **Township of Metamora** Required Supplemental Information

Required Supplemental Information Budgetary Comparison Schedule General Fund - Continued For Year Ended March 31, 2007

		Original Budget		Amended Budget		Actual	 Variance with Amended Budget
Expenditures							
<u>Legislative</u>							
Township Board	\$	11,350.00	\$	11,350.00	\$	10,727.93	\$ 622.07
General Government							
Supervisor		36,500.00		36,500.00		34,827.97	1,672.03
Elections		11,900.00		11,785.00		11,666.29	118.71
Professional services		81,600.00		84,360.00		69,394.21	14,965.79
Clerk		70,500.00		72,675.00		69,793.52	2,881.48
Board of Review		1,525.00		1,525.00		1,541.64	(16.64)
Treasurer		54,250.00		54,925.00		53,462.41	1,462.59
Township Hall		76,400.00		87,910.00		78,165.33	9,744.67
Cemetery		1,600.00		1,615.00		702.60	912.40
Insurance & Administration		162,350.00		173,925.00		145,777.34	28,147.66
Total General Government		496,625.00		525,220.00		465,331.31	 59,888.69
		,.		,		,	 ,
Public Safety							
Police Protection		521,569.56		529,569.56		496,032.35	33,537.21
Fire Prevention		205,129.00		278,849.95		186,679.61	92,170.34
Emergency Response	13,000.00		13,000.00		12,552.00		448.00
Street Lighting	2,800.00		3,000.00		2,357.10		642.90
Planning and Zoning	2,000.00			2,000.00	,		0.2.50
Zoning Department		6,500.00		6,500.00		5,358.00	1,142.00
Planning Commission		14,025.00		10,625.00		6,280.73	4,344.27
Planner		24,000.00		20,605.00		16,061.50	4,543.50
Engineering		10,000.00		10,000.00		4,280.00	5,720.00
Zoning Board of Appeals		4,650.00		4,650.00		1,204.48	3,445.52
Total Public Safety		801,673.56		876,799.51	730,805.77		 145,993.74
Total Fublic Safety		801,073.30		870,799.31		730,803.77	 143,993.74
Highways, Streets, & Bridges		47,600.00		45,600.00		37,415.36	8,184.64
Capital Outlay		4,986.00		20,246.00		19,255.00	 991.00
Debt Service - Principal		141,439.27		193,506.27		193,164.00	 342.27
Debt Service - Interest		13,587.73		28,587.73		25,987.68	2,600.05
Total Expenditures		1,517,261.56		1,701,309.51		1,482,687.05	218,622.46
Excess of Revenues Over (Under) Expenditures		(28,227.19)		20,500.29		166,522.83	146,022.54
Other Financing Sources (Uses) Operating Transfers In (Out)		<u>-</u>		<u>-</u>		<u>-</u>	<u>-</u>
Excess of Revenues & Operating Transfers In Over (Under) Expenditures & Operating Transfers Out		(28,227.19)		20,500.29		166,522.83	146,022.54
Fund Balance - Beginning of Year				262,937.97		1,689,950.42	 1,689,950.42
Fund Balance - End of Year	\$	(28,227.19)	\$	283,438.26	\$	1,856,473.25	\$ 1,835,972.96

Required Supplemental Information Budgetary Comparison Schedule Building Inspection Fund For Year Ended March 31, 2007

Revenues	Original Budget		 Amended Budget		Actual		Variance with Amended Budget	
Revenues								
Licenses and Permits	\$	85,300.00	\$ 85,300.00	\$	57,351.72	\$	(27,948.28)	
Interest		2,000.00	2,000.00		2,023.26		23.26	
Other Revenue		-	-		900.00		900.00	
<u>Total Revenues</u>		87,300.00	87,300.00		60,274.98		(27,025.02)	
Expenditures								
Administration		19,000.00	18,850.00		5,017.68		13,832.32	
Building Inspector		43,925.00	44,075.00		34,186.42		9,888.58	
Electrical Inspector		9,650.00	9,650.00		4,832.70		4,817.30	
Plumbing Inspector		7,625.00	7,625.00		2,790.00		4,835.00	
Mechanical Inspector		7,100.00	 7,100.00		4,300.00		2,800.00	
Total Expenditures		87,300.00	 87,300.00		51,126.80		36,173.20	
Excess of Revenues Over (Under) Expenditures		-	-		9,148.18		9,148.18	
Other Financing Sources (Uses) Operating Transfers In (Out)								
Excess of Revenues & Operating Transfers In Over (Under) Expenditures & Operating Transfers Out		-	-		9,148.18		9,148.18	
Fund Balance - Beginning of Year		13,385.28	 13,385.28		23,273.52		9,888.24	
Fund Balance - End of Year	\$	13,385.28	\$ 13,385.28	\$	32,421.70	\$	19,036.42	

**Other Supplemental Information** 

Other Supplemental Information Schedule of Indebtedness March 31, 2007

Lapeer County Road Commission 100 Tons of Gravel on Local Roads Interest Payable August 1 and February 1

Dated August 1, 2002 Original Issue \$500,000

Inter	est	Date of		Principal ( Mar	Remaining Annual Interest			
Rate Maturity		Maturity	2007		2006		Payable	
4.5	0%	8/1/2006	\$	-	\$	50,000.00	\$	-
4.5	0%	2/1/2007		-		-		-
4.5	0%	8/1/2007		50,000.00		50,000.00		5,500.00
4.5	0%	2/1/2008		-		-		4,375.00
4.1	5%	8/1/2008		50,000.00		50,000.00		4,375.00
4.1	5%	2/1/2009		-		-		3,338.00
4.3	0%	8/1/2009		50,000.00		50,000.00		3,338.00
4.3	0%	2/1/2010		-		-		2,262.00
4.4	5%	8/1/2010		50,000.00		50,000.00		2,262.00
4.4	5%	2/1/2011		-		-		1,150.00
4.6	60%	8/1/2011		50,000.00		50,000.00		1,150.00
Total Notes Payabl	<u>e</u>		\$	250,000.00	\$	300,000.00	\$	27,750.00

Other Supplemental Information Schedule of Indebtedness March 31, 2007

Installment Loan - Lapeer County Bank & Trust D 205 Midship Tanker Typhoon Chassis Fire Truck Dated June 2, 2003 Original Issue \$200,000

Interest		Date of		-	l Outstand irch 31,	ling	Annual Interest			
Rate	_	Maturity	2	007		2006		yable		
3.109	%	8/1/2006	\$	-	\$	29,701.00	\$	-		
3.109	%	8/1/2007		-		30,621.00		-		
3.109	%	8/1/2008				21,142.00				
Total General Obliga	tion Bonds		\$	-	\$	81.464.00	\$	-		

Land Contract Payable - Oxford Bank 20 Acres Joining Existing Township Property Dated June 16, 2000 Original Issue \$539,500

Interest	Contract Due For The Year	Principal Mai	Annual Interest			
Rate	Ending	2007		2006		Payable
3.95%	6/16/2006	\$ -	\$	61,700.00	\$	-
3.95%	6/16/2007	64,137.00		64,137.00		8,644.00
3.95%	6/16/2008	66,670.00		66,670.00		6,111.00
3.95%	6/16/2009	69,303.00		69,303.00		3,477.00
3.95%	6/16/2010	 18,730.00		18,730.00		740.00
Total Installment Purchase C	Contract Payable	\$ 218,840.00	\$	280,540.00	\$	18,972.00
Total General Obligation Bonds & Contracts		\$ 468,840.00	\$	662,004.00	\$	46,722.00